

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
FEBRUARY 20, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, February 20, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance identified in the committee's previously distributed meeting agenda.*

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking roll call and reviewing the agenda.

ANNOUNCEMENTS

The EPA Quality Assurance 21st Annual Conference will be held in April 2002, in Phoenix, AZ. A NELAC Panel is scheduled for April 11, 2002. Dr. Frederic Siegelman asked for participation of the OSA Committee in the panel. Ms. Silky Labie will attend and will cover issues of the Board of Directors. Since Ms. Marlene Moore is attending the conference to lead a training session on "Measurements Uncertainty", it was suggested that represent the committee on the panel. Mr. Sotomayor will contact Ms. Moore to confirm her availability and will notify Dr. Siegelman.

TOPICS OF AGENDA

Status of Action Items

Mr. Sotomayor reviewed the status of the last meeting's action items.

- Ms. Mimi Uhlfelder provided a preliminary plan for consolidating Appendices C and D, and the relevant elements of the Accrediting Authority On-Site SOP Subgroup report.
- Mr. Sotomayor sent MS Word versions of Appendices C and D to Jack Hall.
- The Assessor Forum Group had a teleconference on February 15, 2002.

Review, Discussion, and Approval of Minutes

The committee reviewed the minutes of the January 23, 2002 teleconference, and they were approved and accepted as written.

Confidential Business Information (CBI) Language

Mr. Richard Sheibley reported that he had his agency's attorneys review the CBI language as it stands in the current standards. The attorneys had suggestions for Section 3.4.5, which were discussed by the OSA Committee. Releasing CBI materials to the Accrediting Authorities (AAs) is a major concern of laboratories. Assessors have concerns about having access to materials, such as SOPs and Quality Assurance Manuals, that some laboratories may consider CBI. AAs that have very liberal public records rules are also concerned about limiting access to certain documents in state files. After lengthy discussion, it was suggested that the lack of any mention of state, regulator oversight, or applicability of state rules must be addressed first and then identify other areas of Section 3.4.5 that might need work. Mr. Sheibley will redraft CBI language for review at the next OSA teleconference.

Recommendations from AASOP Subgroup

The comments received on the Accrediting Authorities Standard Operating Procedure (AASOP) were reviewed. The OSA Committee reviewed the three recommendations of the AA Workgroup and after considering comments from NELAC 7i, reached some conclusions. Mr. Sotomayor will summarize the agreements reached at this meeting and will distribute them for the committee's review prior to the next teleconference.

Report of Appendix Consolidation Group

Ms. Uhlfelder reported that the group will update the existing appendices to reflect the NELAC 2000 Standards and will also incorporate comments received at NELAC 7i. Ms. Uhlfelder, Mr. Jack Hall, and Mr. Sheibley will continue to work together to determine the selection criteria for consolidation and will have completed a consolidated draft by May 01, 2002.

Assessor Forum Group

The committee discussed how to encourage better communication between assessors and considered the possibility of conducting an assessor forum either at NELAC 8 or at a subsequent meeting. Mr. Sotomayor requested that the registration forms for NELAC 8 contain boxes to identify attendees that are assessors. A suggestion to have an assessor forum by teleconference is being investigated as a possible alternative.

ADJOURNMENT

There being no further time to discuss other issues, this meeting was adjourned.

NEXT TELECONFERENCE

The next teleconference is scheduled for March 06, at 1:00 p.m., EST.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
FEBRUARY 20, 2002**

Item No.	Action	Date to be Completed
1	Summarize agreement on recommendations of the AAWG On-Site SOP Subgroup report. (Sotomayor)	03/06/02
2	Redraft language for inclusion on CBI section of Chapter 3. (Sheibley)	03/06/02
3	Secure participation of the OSA Committee at the EPA Quality Assurance 21 st Annual Conference. (Sotomayor)	ASAP

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
FEBRUARY 20, 2002**

Name	Affiliation	Address
Sotomayor, Alfredo, Chair	Wisconsin DNR	T: (608)266-9257 F: (608)266-5226 E: sotoma@dnr.state.wi.us
Davis, Wayne Board of Directors Liaison absent	South Carolina Department of Health and Environmental Control	T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us
Friedman, David	USEPA	T: (202)564-6662 F: (202)565-2432 E: friedman.david@epa.gov
Hall, Jack absent	Interpretive Consulting	T: (865)576-4138 F: (865)576-8558 E: scl3883@aol.com
Hickman, Daniel	OR DEQ Laboratory	T: (503)229-5983 F: (503)229-6924 E: hickman.dan@deq.state.or.us
Ingersoll, William (absent)	U.S. Navy – NAVSEA Prgms. FO	T: (843)764-7337 F: (843)764-7360 E: ingersollws@navsea.navy.mil
Moore, Marlene absent	Advanced Systems, Inc.	T: (302)995-2290 F: (720)293-3706 E: mmoore@advancedsys.com
Parker, Faust absent	PBS&J Environmental Toxicology Laboratory	T: (713)977-1500 F: (713)977-9233 E: frparker@pbsj.com
Shiebley, Richard	Pennsylvania Dept of Environmental Protection – Bureau of Laboratories	T: (717)705-2425 F: (717)783-1502 E: rsheibley@state.pa.us
Uhlfelder, Mimi		T: (410)561-1898 F: (410)561-5809 E: mmuhlfelder@aol.com
Urta, Santos	City of Austin Water & WW Utility	T: (512)927-4027 F: (512)927-4038 E: santos.urta@ci.austin.tx.us
Brediger, Arlyn Contractor	Anteon Corporation	T: (702)731-4233 F: (702)731-4027 E: abrediger@anteon.com
Hunt, Margot (Invited Guest)	USEPA/ORD/QAD	T: (202)564-6457 F: (202)565-2441 E: hunt.margo@epamail.epa.gov